

**CITY ADMINISTRATION - GENERAL
CONFLICT OF INTEREST CODE**

APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Assistant City Manager	Assists the City Manager with administration of the affairs of the City and other duties of the City Manager.	1
Senior Deputy City Manager And Deputy City Managers	Assist the City Manager and Assistant City Manager as required.	1
Program Manager, CRB	Serves as Executive Director to the Citizens' Review Board on Police Practices (CRB).	1
Program Manager/ Management Assistant	Assists the City Manager, Assistant City Manager, and Deputy City Managers by providing research assistance; preparing and reviewing reports, and drafting correspondence; undertaking special assignments; sitting on boards and committees as required; supervising the City Information Center; and acting as liaison between the Manager's office, the Mayor, City Council, and the community.	3
Council Liaison/ Management Assistant	Assists the City Manager, Assistant City Manager, and Deputy City Managers by acting as a liaison between the Manager's office, the Mayor, City Council, and the community.	3
Human Relations Manager	Provides policy guidance and Board support to the Human Relations Commission (HRC).	2
Assistant Human Relations Manager	Assists the HRC Manager with policy guidance and Board support.	3
Stadium Manager	Oversees and directs the operation of the Stadium which includes: conducting lease and rental negotiations; administering contracts; performing promotional activities; supervising maintenance forces; and coordinating event preparation.	3
Assistant Stadium Manager (City Ballpark Administrator)	Serves as the City's liaison to PETCO Park; administers the agreement between the City and San Diego Padres; responds to inquiries from City Council, City Manager and citizens; and coordinates City events and activities at PETCO Park.	3

Senior Public Information Director	Performs City public information duties; prepares and distributes press releases, articles for publication, and brochures; and acts as liaison with other public information officers and the news media.	3
Consultant	Performs consultant services for the purpose of advising and assisting the City officials designated in the City Administration-General Conflict of Interest Code.	4

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**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1:

- a. All reportable investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- b. All reportable investments, business positions, and income from sources located in or doing business in the City of San Diego.
- c. All reportable interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
- d. All reportable interests in real property owned or used by any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.
- e. All reportable income, including gifts, from any person or business entity that supplies goods or services to the City of San Diego, that is a tenant of the City of San Diego, or is granted authority by the City of San Diego to use City facilities.

CATEGORY 2:

- a. Investments and business positions in any business entity located in or doing business with the City of San Diego.
- b. Income and gifts from sources located in or doing business with the City of San Diego.
- c. Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

CATEGORY 3:

- a. Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- b. Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.
- c. Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

CATEGORY 4:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The Assistant City Manager or Deputy City Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Assistant City Manager’s or Deputy City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.